



# Taking up employment (not Blue Card EU)

## Who does this information sheet apply to?

- Employees with an equivalent or comparable foreign university degree or professional qualification (for regulated professions: professional licence is additionally required) who do not meet the requirements for a Blue Card EU (see [separate information sheet "Blue Card EU"](#)) and wish to take up qualified employment in Germany.
- Employees who will be working in the IT sector and have gained at least **two years of professional experience** in the sector in the last five years. The contractually agreed salary must be at least **43,470 euros gross** per year. This salary threshold does not apply if the employer is bound by a collective agreement and the employee is hired under the applicable collective agreement conditions. **A university degree or professional qualification is not** required in this case. IT specialists at university level can apply for a Blue Card EU ([see separate information sheet "Blue Card EU"](#)).
- Employees in non-regulated professions, with a high level of practical professional experience acquired **over at least two years in the last five years** who are qualified for the planned employment AND have a university degree or have completed at least two years of vocational training. **Recognition** of the higher education or vocational qualification in Germany is **not** required. All that is needed is a certificate from the Central Office for Foreign Education ([Zentrale für ausländisches Bildungswesen - ZAB](#)) stating that the foreign qualification is officially recognized in the respective country. The contractually agreed salary must be at least **43,470 euros gross** per year. The salary threshold does not apply if the employer is bound by a collective agreement and the recruitment takes place under the applicable collective agreement conditions.
- Additional information is available on the website [www.make-it-in-germany.com](http://www.make-it-in-germany.com)  
<https://www.make-it-in-germany.com/en/visa-residence/types/work-qualified-professionals>  
<https://www.make-it-in-germany.com/pdf-visa-skilled-workers>

1. Please read the following information and the list of documents carefully.
2. Prepare the required documents for the application.
3. Book an [appointment](#).
4. Please sort your documents in the given order.

### Please note:

- Due to the high workload and in order to ensure equal treatment of all applicants, the visa section can only accept applications in the requested form for processing.
- Submitting incomplete documents may lead to the rejection of the application.
- Unsolicited documents cannot be assigned to your application.
- All documents, leaflets and application forms provided by the Embassy are free of charge.
- All information on the application procedure is available on our [website](#).

- For research in the anabin database, please refer to the separate [leaflet "Notes on ANABIN"](#) with detailed instructions on how to retrieve the necessary information on your university degree.
- Please refrain from submitting status requests. Status requests do not speed up the visa process.

### What kind of documents need to be submitted?

<b>1</b>	<b>Visa application form</b>	
<input type="checkbox"/>	Completed either in German or English	The application form is available free of charge on our website. We recommend using the VIDEX-System to complete the application electronically: <a href="https://videx.diplo.de/videx/visum-erfassung/videx-lang-fristiger-aufenthalt">https://videx.diplo.de/videx/visum-erfassung/videx-lang-fristiger-aufenthalt</a>
<input type="checkbox"/>	Information - Requirement to have a concrete job offer	You find the form on <a href="#">our website</a> .
<input type="checkbox"/>	Additional information on availability and representation	You find the form on <a href="#">our website</a> .
<b>2</b>	<b>Travel document</b>	
<input type="checkbox"/>	passport <b>AND</b> a non-certified copy of all pages with entries	The passport must have at least two blank pages and must have been issued within the previous ten years. The passport does not remain at the Embassy during the visa procedure. It must only be presented when applying for a visa and later for verification.
<b>3</b>	<b>Residence permit</b>	
<input type="checkbox"/>	Valid residence permit for Latvia <b>AND</b> a non-certified copy of the front and back	
<b>4</b>	<b>Habitual residence</b>	
<input type="checkbox"/>	Proof of habitual residence in Latvia	-e.g., through a current electricity or gas bill, tenancy agreement, registration card, excerpt of civil register, work or study certificate -the document must show your current address -alternately you can show a refugee registration or a different official letter issued by an authority that confirms your current address
<b>5</b>	<b>Passport photos</b>	
<input type="checkbox"/>	A current biometric passport photo	The photo must meet <a href="#">certain requirements</a> . Please do not glue the photo to the application form.
<b>6</b>	<b>Employment contract</b>	
<input type="checkbox"/>	signed employment contract (and a non-certified copy) <b>OR</b> concrete job offer (and a non-certified copy)	The contract/offer must contain information on the nature of the intended activity: <ul style="list-style-type: none"> <li>▪ duration of the job (at least 6 months)</li> <li>▪ place of work</li> <li>▪ salary and</li> <li>▪ working hours.</li> </ul>
<b>7</b>	<b>Declaration of the Employment relationship</b>	
<input type="checkbox"/>	<a href="#">Form „Erklärung zum Beschäftigungsverhältnis“</a> from Federal Employment Agency	Please have this form filled in by a responsible person at your future workplace and then submit it.
<b>8</b>	<b>Proof of qualifications</b>	
<input type="checkbox"/>	Complete curriculum vitae in tabular form in German or English	In your CV, please summarize all previous activities, trainings and qualifications up to the current application date in one table.

<input type="checkbox"/>	University diploma OR Proof of completed professional training (training period min. 2 years) AND notarized translation (Diploma in the English language do not require translation). (original document with a non-certified copy)	
<input type="checkbox"/>	AND Proof of equivalence/comparability of your degree (Information on degree's recognition and ways of proving, you can find in our <a href="#">leaflet "Information on degree's recognition"</a> )	
<input type="checkbox"/>	<i>OR (only for IT sector)</i> Proof of at least two years of professional experience in the IT sector in the last five years and notarized translation AND Proof of relevant theoretical knowledge (original document with a non-certified copy, English-language proofs do not need to be translated)	Please provide previous employment contracts or a workbook AND proof of completed training courses or examinations
<input type="checkbox"/>	<i>OR</i> Proof of at least two years of professional experience in the last five years that qualifies for the planned employment AND University degree or proof of at least two years of completed vocational training. The qualification must be state-recognized in the country in which it was obtained (proof by means of a ZAB certificate, information at: <a href="http://www.kmk.org/zab.html">www.kmk.org/zab.html</a> ). OR a vocational qualification issued by a German chamber of commerce abroad (the certificate should contain a note that the Federal Institute for Vocational Education and Training ( <a href="#">Bundesinstitut für Berufsbildung - BIBB</a> ) has positively examined the qualification). (original document with a non-certified copy, English-language proofs do not need to be translated)	
<b>9</b>	<b>For applicants over 45 years of age</b>	
<input type="checkbox"/>	Minimum salary of 53.130 Euros gross per year or proof of adequate retirement provision (original document with a non-certified copy) AND notarized translation (English-language proofs do not need to be translated)	Proof of additional retirement provision can be, for example, claims in a statutory pension scheme in your country of origin or other countries, private pension or life insurance policies or real estate or other assets.
<b>10</b>	<b>Proof of accommodation</b>	
<input type="checkbox"/>	Proof of accommodation in Germany with full address details (e.g. rental agreement, hotel reservation, letter of invitation)	
<b>11</b>	<b>Visa fee</b>	
<input type="checkbox"/>	75,00 € to be paid by credit card (Master Card / Visa) or in cash	
<u>The embassy reserves the right to request further documents in individual cases.</u>		
<b>12</b>	<b>When the visa is issued:</b>	
<input type="checkbox"/>	Health insurance, which is valid for at least 3 months after entering Germany. For more information, visit <a href="#">our website</a> .	

Processing time:

between two and four weeks, in individual cases shorter or longer

If the Embassy has any questions during the course of your visa procedure or if additional documents need to be submitted, we will contact you directly.